

DUTY AREA 21 - FACILITIES AND EQUIPMENT: NCO

TASK: 3051.21.01 (CORE PLUS) PERFORM INSPECTION ON STORAGE FACILITY

CONDITION(S): Given a functioning storage facility and the reference

STANDARD(S): To ensure safety and security of facility are maintained in accordance with the references.

PERFORMANCE STEPS:

1. Ensure proper security and fire protection for all gear in stock.
2. Ensure all machinery and facilities are operational.
3. Ensure all areas are free of debris.
4. Ensure area layout minimizes unnecessary movement of materials and equipment.
5. Eliminate unnecessary backhauling or crosshauling of supplies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling

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TASK: 3051.21.02 (CORE PLUS) SUPERVISE MATERIAL HANDLING EQUIPMENT (MHE) PREVENTIVE MAINTENANCE PROGRAM

CONDITION(S): Given MHE Preventive Maintenance (PM) instructions, MHE, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Observe PM procedure.
3. Ensure PM procedures are per the manuals for operator maintenance.
4. Ensure safety procedures are observed when accomplishing PM.
5. Identify deficiencies in PM program.
6. Initiate corrective action to resolve discrepancies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

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REFERENCE(S):

1. Local SOP
2. Manufacturer's Operating Instructions
3. DOD 4145.19-R-1, Storage and Materials Handling

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TASK: 3051.21.03 (CORE PLUS) PROVIDE INPUT ON FUNCTIONAL REQUIREMENTS FOR MILITARY WAREHOUSE CONSTRUCTION

CONDITION(S): Given information concerning a warehouse construction project, current workload records, Material Handling Equipment (MHE), custody and allowance lists, special tools allowances, and the references

STANDARD(S): To provide recommendations for warehouse layout, warehouse work areas, MHE requirements, special tool requirements, and personnel utilization.

PERFORMANCE STEPS:

1. Determine optimum warehouse layout.
2. Identify warehouse work areas.
3. Determine MHE requirements.
4. Determine special tools requirements.
5. Determine personnel requirements.
6. Provide written recommendations using established Naval correspondence format.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: Sgt

REFERENCE(S):

1. MCO P4450.7\_, Marine Corps Warehousing Manual
2. SECNAVINST 5216.5\_, Correspondence Manual

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TASK: 3051.21.04 (CORE PLUS) PREPARE WAREHOUSE PLANOGRAPH

CONDITION(S): Given building measurements, storage measurements, storage area purpose, storage container measurements, fire regulations, graph paper, and the references

STANDARD(S): To show the utilization of all space and serve as a guide for a new warehouseman.

PERFORMANCE STEPS:

1. Determine measurements of warehouse to be drawn.
2. Identify the location of all poles, supports, and aisles.
3. Show row number and direction of travel on planograph.
4. Show bin and bulk storage locations.
5. Show office spaces and any permanent warehouse structures.
6. Ensure optimum utilization of available space.
7. Ensure receiving areas, shipping areas, cross aisles, main aisles, and fire aisles are clearly marked.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7\_, Marine Corps Warehousing Manual

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TASK: 3051.21.05 (CORE PLUS) COMPUTE WAREHOUSE NET STORAGE SPACE AREA

CONDITION(S): Given a warehouse and the reference

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Obtain or make a map of the installation showing total warehouse area.
2. Develop a floor plan or planograph.
3. Establish storage space survey worksheets for each section.
4. Check total cubic feet and attainable cubic height.
5. Check occupied and unoccupied cubic feet.
6. Ensure that personnel follow the storage space survey sheet.
7. Update net storage space computations as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

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TASK: 3051.21.06 (CORE PLUS) MONITOR THE WAREHOUSE SPACE CONTROL SYSTEM

CONDITION(S): Given a copy of the warehouse space control system plan, current warehousing requirements, projected warehousing requirements, a planograph, and the references

STANDARD(S): To ensure that the current warehouse space control system adhere to storage plan and is updated as required.

PERFORMANCE STEPS:

1. Ensure the warehouse space control system is in place.
2. Review warehouse space requirements.
3. Identify inadequacies in the control system.
4. Document modification to the plan.
5. Implement revised procedures.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7\_, Marine Corps Warehousing Manual

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TASK: 3051.21.07 (CORE) ANALYZE MATERIAL HANDLING EQUIPMENT (MHE) REQUIREMENTS

CONDITION(S): Given workload forecast, a unit roster, storage facility limitations and requirements, and the references

STANDARD(S): To maximize mission support.

PERFORMANCE STEPS:

1. Determine unit workload.
2. List personnel requirements.
3. List MHE requirements.

4. Develop schedules to maximize resources.
5. Ensure safety equipment and clothing are used.
6. Identify unsafe practices.
7. Initiate corrective action as required.

INITIAL TRAINING SETTING: FLC Sustainment: 24 Req By: Sgt

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REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling

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TASK: 3051.21.08 (CORE) SUPERVISE MATERIAL HANDLING EQUIPMENT (MHE) USAGE

CONDITION(S): Given MHE, personnel, and the reference

STANDARD(S): To ensure the safe and efficient usage of MHE in accordance with the references.

PERFORMANCE STEPS:

1. Ensure all forklift and mule-train drivers have operator licenses.
2. Ensure the correct MHE is used to perform the assigned job.
3. Ensure scheduled maintenance is performed.
4. Conduct training for personnel concerning MHE equipment and safety procedures.
5. Ensure safety equipment and clothing are used.
6. Ensure ground guides are used in hazardous areas and/or with hazardous loads.
7. Supervise to prevent unsafe practices.
8. Conduct corrective action as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
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TASK: 3051.21.09 (CORE) DETERMINE MATERIAL HANDLING EQUIPMENT (MHE) REQUIREMENTS

CONDITION(S): Given workload forecast, a unit roster, storage facility limitations and requirements, and the reference

STANDARD(S): To determine personnel and MHE to best support mission requirements.

PERFORMANCE STEPS:

1. Determine unit workload.
2. List personnel requirements.

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3. List MHE requirements.
4. Develop schedules to maximize resources.

INITIAL TRAINING SETTING: FLC Sustainment: 24 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

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DUTY AREA 22 - QUALITY CONTROL: NCO

TASK: 3051.22.01 (CORE PLUS) MAINTAIN SECURE STORAGE OF SMALL ARMS COMPONENTS

CONDITION(S): Given the requirement to store small arm components, a secure storage area, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine security requirements for small arm components.
2. Verify that a secure area for storage of small arms components is established in accordance with the references.
3. Ensure 100 percent verification of controlled/sensitive weapon components and serial numbers.
4. Establish priority on the material being handled in accordance with local SOP.
5. Ensure minimum movement of gear.
6. Establish timely and close coordination between transportation and security.
7. Maintain required documentation as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP

2. DOD 4145.19-R-1, Storage and Materials Handling

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TASK: 3051.22.02 (CORE PLUS) MAINTAIN PROPER STORAGE OF MEDICAL SUPPLIES

CONDITION(S): Given medical supplies, storage facility, and the references.

STANDARD(S): To ensure positive control and accountability is maintained in accordance with the references.

PERFORMANCE STEPS:

1. Properly identify and mark medical supplies.
2. Match National Stock Number/National Item Identification Number (NSN/NIIN), unit of issue, and quantity with the paperwork.
3. Check for damaged medical supplies.
4. Check expiration dates for outdated medicines.

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5. Store controlled items in secured areas.
6. Inspect controlled items as required.
7. Maintain positive control.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. BUMEDINST 6700.16, Controlled Medical and Dental Material
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124\_, SASSY Using Units Procedures

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TASK: 3051.22.03 (CORE) PROCESS MAINTENANCE PART REQUEST FOR SUPPLY HELD ITEMS

CONDITION(S): Given the requirement to repair/replace components of end items stored in the supply warehouse, a maintenance order, a maintenance part request, SL-3/4 listing, Field Manuals as applicable, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:



1. Review the references.
2. Identify required parts/components.
3. Ensure a maintenance order is established.
4. Prepare maintenance part request.
5. Submit maintenance part request.
6. Monitor status until completed.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. TM 4700-15/1, Equipment Recording Procedure
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124\_, SASSY Using Units Procedures
4. UM 4790-5, MIMMS (AIS) Field Users Manual

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ADMINISTRATIVE INSTRUCTIONS: Educate through distance learning

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TASK: 3051.22.04 (CORE) PREPARE MAINTENANCE ORDER

CONDITION(S): Given the reference, a blank maintenance order, and an item requiring repair

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine the repair echelon of maintenance.
2. Provide a description of the work to be performed.
3. Prepare the maintenance order with all necessary information related to the item to be repaired.
4. Submit order to the MMO.
5. Track the order.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. TM 4700-15/1, Equipment Recording Procedure
2. UM 4400-124\_, SASSY Using Units Procedures

ADMINISTRATIVE INSTRUCTIONS: Educate through distance learning.

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DUTY AREA 23 - LOCATION SYSTEMS: NCO

TASK: 3051.23.01 (CORE PLUS) SUPERVISE LOCATION SURVEY PROCEDURES

CONDITION(S): Given access to storage area, locator deck, inventory sheets, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine requirement to perform a location survey.
2. Identify location to be surveyed.
3. Ensure location survey is accomplished in accordance with the references.
4. Adjust records as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling

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TASK: 3051.23.02 (CORE) SUPERVISE EMBARKATION PROCEDURES

CONDITION(S): Given an embarkation order, required personnel, required materials, Material Handling Equipment (MHE), and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review embarkation order.
2. Determine embarkation procedures.
3. Supervise embarkation operation.
4. Identify deficiencies in operation.
5. Initiate corrective action.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. FMFM 4-2, Amphibious Embarkation

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2. MCO P4450.7\_, Marine Corps Warehousing Manual

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TASK: 3051.23.03 (CORE PLUS) STAGE SUPPLY MATERIAL

CONDITION(S): Given mount-out boxes, Material Handling Equipment (MHE), "ready-to-issue" material, a deployment order, and the references.

STANDARD(S): In a ready for deployment condition, in accordance with the references.

PERFORMANCE STEPS:

1. Inspect supplies to ensure they are properly prepared for shipment.
2. Notify higher authority of any discrepancies.
3. Stage supplies as directed.

4. Notify TMO, when directed, that material is ready for transfer.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7\_, Marine Corps Warehousing Manual

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DUTY AREA 24 - INVENTORY PROCEDURES: NCO

TASK: 3051.24.01 (CORE) PROVIDE INVENTORY CONTROL FOR PACKAGED OPERATIONAL RATIONS (PORS)

CONDITION(S): Given a requirement to maintain/issue PORS, NAVMC 708s, NAVMC 713s, miscellaneous adjustment transactions, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure secure storage of on hand PORS.

2. Conduct periodic inventories of PORs.
3. Account for PORs by date of pack and lot number.
4. Coordinate veterinary inspection of damaged or possibly contaminated PORs.
5. Issue PORs as directed.
6. Provide miscellaneous adjustment documentation for the accounting records.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCO 10110.40\_, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations
2. UM 4400-15, Organic Property Control Procedures

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TASK: 3051.24.02 (CORE) PERFORM PERSONAL EFFECTS CONTROL PROCEDURES

CONDITION(S): Given the requirement to collect personal effects, personal effects, personal effects inventory form (NAVMC 10154), required storage materials, established control procedures, and the references

STANDARD(S): Establish control procedures per the references.

PERFORMANCE STEPS:

1. Review references.
2. Verify that the inventory officer is on the current inventory board.
3. Review NAVMC 10154 for completeness and accuracy.
4. Ensure the inventory officer has certified the NAVMC 10154.
5. Ensure copy on inventory is placed inside each container.

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6. Ensure Government property is recovered.
7. Ensure containers are clearly marked with member's name, grade, SSN, and status.
8. Seal all containers.
9. Log luggage tags into personal effects logbook.
10. Establish the personal effects case file.

11. Tag container with luggage tags.
12. Staple claim stubs to NAVMC 10154s.
13. Sign NAVMC 10154s to indicate receipt.
14. Store personal effects in secure areas.
15. Dispose of personal effects in accordance with the references.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. JTR
2. Local SOP
3. MCO P3040.4\_, Marine Corps Casualty Processing Manual
4. MCO P4050.38\_, Personal Effects and Baggage Manual

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TASK: 3051.24.03 (CORE) PERFORM UNIFORM RECOVERY FOR PERSONNEL DISCHARGED OTH

CONDITION(S): Given clothing to be recovered, NAVMC 631/631a and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review current MCBul 10120.
2. Use the NAVMC 631/631a.
3. Recover all clothing from individuals.
4. Annotate the NAVMC 631/631a.
5. Identify missing items.
6. Complete NAVMC 631/631a with required statement for missing items.

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7. Obtain Commanding Officer's signature.
8. Deliver original to the Admin Section.
9. File copy of form.

10. Deliver uniform to the baggage claim center in accordance with the references.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCO 10120, Marine Corps Clothing Regulations
2. MCO P4050.38\_, Personal Effects and Baggage Manual

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TASK: 3051.24.04 (CORE PLUS) SUPERVISE INVENTORY OPERATIONS

CONDITION(S): Given an inventory listing, warehouse personnel, storage area, materials to be inventoried, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine cut-off date for receipt processing.
2. Determine dates for location verification and location consolidation.
3. Determine inventory dates.
4. Designate inventory teams.
5. Instruct personnel on inventory procedures.
6. Freeze LUBF/GABF records.
7. Establish an inventory count desk.
8. Perform count (1).
9. Perform count (2).
10. Perform count (3) on discrepant counts.
11. Compile inventory results.
12. Report inventory results to supervisor.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

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1. DOD 4145.19-R-1, Storage and Materials Handling

2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-123, FMF SASSY Management Unit Procedures

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DUTY AREA 25 - RECEIVING MATERIALS: NCO

TASK: 3051.25.01 (CORE) MATERIALS AND EQUIPMENT DELIVERY AND RECEIPT

CONDITION(S): Given a processing location, transportation schedule, required warehouse personnel, incoming and outgoing materials, and the references

STANDARD(S): To provide support for processing operations in accordance with the references.

PERFORMANCE STEPS:

1. Access delivery and receipt processes.
2. Identify deficiencies in processes.
3. Report deficiencies to higher authority.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124\_, SASSY Using Units Procedures

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TASK: 3051.25.02 (CORE PLUS) PREPARE REPORT OF DISCREPANCY (ROD)

CONDITION(S): Given a blank ROD, items lost/damaged/destroyed in transit, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine quantity of items lost, damaged, or destroyed.
2. Determine unit price.
3. Calculate total price of item.
4. Determine National Stock Number/National Item Identification Number (NSN/NIIN) and nomenclature of item.
5. Determine whether the carrier, Traffic Management Office, or consignee is liable for damage or loss.
6. Provide description of problem.
7. Ensure ROD is complete and all required information noted.

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8. Request assistance from supervisory personnel as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. UM 4400-124\_, SASSY Using Units Procedures
2. UM 4400-15, Organic Property Control Procedures

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TASK: 3051.25.03 (CORE PLUS) SUPERVISE RECEIVING OPERATIONS

CONDITION(S): Given access to a supply receiving area, required personnel, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review receipt procedures for prompt processing.
2. Review receipts to ensure data is correct.
3. Take corrective actions on all discrepancies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124\_, SASSY Using Units Procedures

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TASK: 3051.25.04 (CORE PLUS) SUPERVISE SHIPPING OPERATIONS

CONDITION(S): Given access to shipping area, required personnel, supplies for shipment, and the references.

STANDARD(S): To meet all specified requirement in accordance with the references.

PERFORMANCE STEPS:

1. Inspect packing to ensure it meets requirements.
2. Review administrative documents for completeness.
3. Inspect container markings for correctness.

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INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol II
2. MIL STD 129, Military Standard Marking for Shipment and Storage
3. UM 4400-123, FMF SASSY Management Unit Procedures

DUTY AREA 26 - ISSUING MATERIAL: NCO

TASK: 3051.26.01 (CORE) SUPERVISE ISSUE OF INDIVIDUAL EQUIPMENT

CONDITION(S): Given access to issuing area, completed local form for individual issue, personnel performing issuing functions, and the references

STANDARD(S): To ensure procedures are in accordance with the references.

PERFORMANCE STEPS:

1. Ensure that the local form for individual issue is complete.
2. Ensure that the local form for individual issue file is properly maintained.
3. Ensure that material is issued to authorized personnel only.
4. Verify automated system is updated to accurately reflect all issues.
5. Ensure that the issue operation is conducted in accordance with the references.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124\_, SASSY Using Units Procedures

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DUTY AREA 27 - WAREHOUSE OPERATIONS: NCO

TASK: 3051.27.01 (CORE PLUS) PREPARE ISSUE TRANSACTION DOCUMENT

CONDITION(S): Given a blank transaction document (DD Form 1348) and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine which DD Form 1348 is to be used for the transaction.
2. Fill in all vital information on DD Form 1348.
3. Ensure all information is clear and precise to include National Stock Number/National Item Identification Number (NSN/NIIN), unit of issue, and quantity.
4. Review DD Form 1348 for any discrepancies before submitting for authorization signature.
5. Submit DD 1348 for signature.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124\_, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control Procedures

ADMINISTRATIVE INSTRUCTIONS: Educate through distance learning

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TASK: 3051.27.02 (CORE PLUS) SUPERVISE WAREHOUSE SAFETY PROGRAM

CONDITION(S): Given local safety instructions, personnel performing warehousing functions, a warehouse, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Enforce safety policy and rules.
2. Train personnel to avoid accidents.
3. Conduct accident information programs.
4. Ensure safety equipment and clothing are used.

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5. Ensure that a fire prevention and protection program is established.
6. Ensure personnel are assigned to fire stations.
7. Ensure that a fire evacuation plan is established.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling

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TASK: 3051.27.03 (CORE PLUS) MAINTAIN WAREHOUSE PUBLICATIONS

CONDITION(S): Given access to warehouse publication files and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Identify required publications to unit S-1.
3. Inventory publications on hand.
4. Place deficiencies on order through unit S-1.
5. Incorporate changes in the publications as required.
6. Update publication listing as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual

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TASK: 3051.27.04 (CORE PLUS) SUPERVISE STORAGE OPERATIONS

CONDITION(S): Given access to a storage area, personnel performing storage functions, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.

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2. Ensure all gear is maintained in a ready to issue status.
3. Ensure care in storage procedures are followed.
4. Ensure items are properly identified.
5. Ensure procedures are established.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling
3. MCO P4450.7\_, Marine Corps Warehousing Manual
4. UM 4400-123, FMF SASSY Management Unit Procedures

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TASK: 3051.27.05 (CORE) VERITY STOCK DENIALS

CONDITION(S): Given a stock denial, a locator deck, an operational warehouse, a location add/delete transaction (YLL/YLD) deck, the Master Header Information File (MHIF), and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Check the location and all adjacent locations.
2. Verify the National Stock Number/National Item Identification Number (NSN/NIIN)

making sure the location and the NSN/NIIN were correctly written down.

3. Check the locator deck for additional locations.
4. Check pending YLL and YLD deck for other existing locations.
5. Check for NSN/NIIN change.
6. Submit record change transactions to the Warehouse/Operation Chief for data input.

INITIAL TRAINING SETTING: FLC Sustainment: 24 Req By: Sgt

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124\_, SASSY Using Units Procedures

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TASK: 3051.27.06 (CORE) SUPERVISE LOCATION ADDITION PROCEDURES

CONDITION(S): Given access to storage area, locator deck, inventory sheets, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Brief personnel on procedures.
2. Pass out material to designated personnel.
3. Assess the operation to determine procedural deficiencies.
4. Initiate corrective action to resolve deficiencies.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124\_, SASSY Using Units Procedures

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TASK: 3051.27.07 (CORE) SUPERVISE LOCATION CONSOLIDATION PROCEDURES

CONDITION(S): Given access to storage area, locator deck, inventory sheets, and the



references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure that location consolidation worksheets are established.
2. Instruct personnel on location consolidation procedures.
3. Ensure that location consolidation reports are complete and verified.
4. Observe location consolidation procedures to determine procedural discrepancies.
5. Initiate corrective action to resolve discrepancies as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400-123, FMF SASSY Management Unit Procedures

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3. UM 4400-124\_, SASSY Using Units Procedures

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TASK: 3051.27.08 (CORE PLUS) SUPERVISE WAREHOUSE SECURITY PROCEDURES

CONDITION(S): Given a storage facility, established security procedures, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review the established security procedures.
3. Identify any new security requirements.
4. Update the security procedures, as required.
5. Ensure the security procedures are enforced.
6. Notify supervisor of deficiencies or violations as they occur.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling

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TASK: 3051.27.09 (CORE) SUPERVISE CARE IN STORAGE PROCEDURES

CONDITION(S): Given a storage facility, materials, required personnel, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Instruct personnel in the requirement for care in storage of materials.
2. Ensure that a policy for care of materials in storage exists.
3. Establish inspection objectives, responsibilities, basic care of supplies in storage (COSIS) program actions, and special considerations in care of stored material.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

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1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling

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TASK: 3051.27.10 (CORE PLUS) FORMULATE SUPPORT REQUIREMENTS FOR DEPLOYED UNITS

CONDITION(S): Given an alpha roster, mobilization order, area of deployment, expected time of deployment, size of mobilization unit, supply requirement data, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine MHE requirements.
2. Determine transportation requirements.
3. Determine warehouse personnel requirements.

4. Determine administrative personnel requirements.
5. Submit the above information to higher authority.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
  2. FMFM 4-1, Combat Service Support Operations
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TASK: 3051.27.11 (CORE) ESTABLISH FIELD SUPPLY BEACH AND PORT STATION

CONDITION(S): Given information on field site, availability of "ready-to-issue" supplies, Material Handling Equipment (MHE) requirements, personnel strength reports, and the references

STANDARD(S): To support the mission and in accordance with the references.

PERFORMANCE STEPS:

1. Review deployment order.
2. Review all supply allowance, mission size, equipment requirements, and personnel strength.
3. Determine field supply beach and port station requirements.
4. Establish station requirements to maximize use of terrain for cover and

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concealment, as applicable.

5. Assess access routes.
6. Assess security requirements.
7. Ensure proper storage procedures are followed.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
  2. FMFM 4-2, Amphibious Embarkation
  3. MCO P4450.7\_, Marine Corps Warehousing Manual
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TASK: 3051.27.12 (CORE PLUS) BREAK DOWN FIELD WAREHOUSE

CONDITION(S): Given a movement order, required personnel, Material Handling Equipment, breakdown assignment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review movement order.
2. Palletize supplies and equipment.
3. Provide a manifest of gear to be shipped.
4. Account for all material.
5. Disassemble structures.
6. Secure mount-out boxes.
7. Mark all containers.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
2. MCO P4450.7\_, Marine Corps Warehousing Manual

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TASK: 3051.27.13 (CORE PLUS) SUPERVISE WAREHOUSE MODERNIZATION PROCEDURES

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CONDITION(S): Given access to a warehouse, storage areas, modernization plans, modernization procedures, equipment requirements, and the references.

STANDARD(S): To facilitate modernization as directed by the references.

PERFORMANCE STEPS:

1. Review warehouse modernization plan.
2. Observe warehouse modernization procedures.
3. Coordinate changes as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
  2. NAVSUP Publication 529
  3. DOD 4145.19-R-1, Storage and Materials Handling
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TASK: 3051.27.14 (CORE PLUS) PREPARE MANIFEST FOR MOUNT OUT MATERIALS

CONDITION(S): Given supplies, containers for storage, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Establish a location system for the containers.
2. Verify NSN match locations.
3. Provide listing of all NSN/NIIN with matching locations.
4. Place a copy of listing inside the container.
5. Mark grouping designations on the outside of each container.
6. Record the grouping designation on the appropriate records.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations
2. FMFM 4-2, Amphibious Embarkation
3. MCO P4450.7\_, Marine Corps Warehousing Manual

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